



## PUBLIC RELATIONS INTERNSHIP

The Community Foundation of Herkimer & Oneida Counties, Inc.  
2608 Genesee Street, Utica, NY 13502 | P: 315-735-8212 | F: 315-735-9363  
[foundationhoc.org](http://foundationhoc.org)

### REQUIREMENTS

Candidates for this internship should be passionate about the Mohawk Valley and its people. Ideal candidates will possess an interest in and aptitude for communicating with multiple stakeholders using various communication channels. Applicants should possess:

- Excellent communication skills
- Ability to interact with and work collaboratively with persons of diverse backgrounds
- Positive attitude, willingness to take direction, professional demeanor

### RESPONSIBILITIES

- Write articles, press releases and web content based on interviews and research
- Support digital marketing efforts, including website content management and social media engagement
- Assist with basic design projects, including brochure revisions and branded collateral
- Assist Public Relations staff as directed, attend meetings, etc.
- Other duties as assigned

### DETAILS

- 200 hours
- Paid
- Primary worksite: Community Foundation, 2608 Genesee St., Utica
- Some travel will be required, and intern should have reliable transportation
- Reports to Multimedia Manager or Public Relations Coordinator

### ELIGIBILITY

- Open to college students, recent graduates and graduate students
- GPA of 3.0 or higher
- Major or degree in marketing and communications, public relations, journalism or allied fields

### HOW TO APPLY

Please email [jhusnay@foundationhoc.org](mailto:jhusnay@foundationhoc.org) the following materials by May 17, 2019:

- Résumé
- Two writing samples
- Two letters of recommendation (academic and/or employer – no personal recommendations, please)

### ABOUT THE FOUNDATION

The Community Foundation of Herkimer & Oneida Counties works in partnership with nonprofit organizations, community leaders and changemakers in Herkimer and Oneida counties to address regional needs through strategic initiatives and proactive grant-making. Since its founding in 1952, The Community Foundation has invested more than \$75 million in Oneida and Herkimer counties in support of economic development, education, health, and arts and culture.